

**Daviess County Fiscal Court Parks and Recreation
Application for
Christmas at Panther Creek 2021
Fund Raising Opportunity Checklist**

1. 501c3 documentation indicating tax-free/non-profit status
2. Dates of board meetings for the prior year
3. Charter of Incorporation
4. Copy of current Bylaws
5. List of current board members

**Daviess County Fiscal Court Parks and Recreation
Agency Application**

Agency: _____

Mailing Address: _____

Street Address: _____

City, State, and Zip: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Agency Director: _____

Director Email/Phone/Fax: _____

Who can Daviess County Parks and Recreation contact from your organization? _____

Business Hours: _____

Local Service Address: (if different than above)

The attached application has been approved for submission by the agency's governing body on _____, 2021.

Signature of Agency Director (Print Name) (Title)

Signature of Board Chair (Print Name) (Title)

APPLICATIONS ARE DUE BY 3:30 P.M., FRIDAY, OCTOBER 1, 2021

Agency / Program Profile

Please describe the agency for which you are requesting the opportunity to raise funds for by answering the following questions. Limit response to a maximum of two pages.

- 1. What is your agency’s mission statement?
- 2. How many volunteers serve in your organization? Describe what capacities they serve.
- 3. What would these funds be used for in your organization?
- 4. What other fundraising activities does your agency engage in during the year? Of these fundraising activities, which occur between November 27 and January 2?
- 5. Does your agency have adequate help/volunteers to provide at least 2 individuals per night for seven nights between 5:15 p.m. – 9:30 p.m. to collect money from vehicles enjoying the tour?
- 6. Please rank (1-5) which week your agency would prefer to collect money:

- November 26 – December 2 _____
- December 3 – December 9 _____
- December 10 – December 16 _____
- December 17 - December 23 _____
- December 25 – January 2** _____

(** extra nights required due to New Year’s holiday)

Daviess County Fiscal Court Parks and Recreation Parks Board reserve the right to assign agency/organizations at their sole discretion. Announcements will be made no later than October 12, 2021 at the administrative offices of the Daviess County Fiscal Court Parks and Recreation located at 2620 KY Hwy 81 in Owensboro, KY.